

**Kayenta Airport**  
**Request for Qualifications**  
**Airport Planning, Engineering, Environmental & Consulting Services**

## **INTRODUCTION**

The **Kayenta Airport** is seeking those with expertise in planning, engineering, environmental and consulting services related to aviation projects at Kayenta Airport.

**Kayenta Airport** is a general aviation airport located in **Kayenta, Arizona** with two runway(s) **05 and 23**.

The **Kayenta Township** would like to retain the professional services of a qualified airport consulting firm, or combination of firms, to assist the **Kayenta Township** on specific projects over the next five (5) years.

## **SCOPE OF SERVICES**

The solicited scope of services includes, but is not limited to the following tasks:

- Assist in preparation and development of the Airport Capital Improvement Plan.
- Prepare necessary applications and environmental documentation for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding.
- Project planning, architecture, landscape architecture and associated engineering, airfield civil and electrical engineering for ACIP projects including but not limited to terminal, buildings, runway(s), taxiways, pavements, drainage and associated tasks.
- Conducting Airport Master Planning
- Updating the Airport Layout Plan.
- Conducting environmental assessments, studies and reports that address federal and state environmental requirements for land acquisition, etc.
- Miscellaneous airport planning and engineering and consulting services as may be required from time to time by the **Kayenta Township**. These consultant services may include representing the **Kayenta Township** in discussions with the FAA or ADOT Aeronautics Division regarding the work program, grant requirements and project documentation.
- Soils and Material Testing and inspection in accordance with FAA design standards
- Construction Administration for all construction projects that would include but is not limited to: the development of the construction safety plan, procurement, conducting the pre-construction meeting, full time resident engineering services, as-built drawings, etc.
- Current ACIP projects include:
  - ❖ Rehabilitation of Runway(s), taxiways and apron area (Fog Seal)
  - ❖ Repair and Replacement of Existing Fencing
  - ❖ Constructing Snow Removal Equipment Building
  - ❖ Constructing Terminal Building
  - ❖ Installing fuel farm

## **QUALIFICATIONS**

The RFQ proposal should include detailed information regarding the consultant's interest and qualifications. To be considered to perform the services requested by this RFQ, a firm or group must submit a proposal demonstrating the following:

1. Current relevant experience with airport capital improvement projects, planning, design and engineering of airside and landside aviation facilities. These projects may or may not be funded with FAA AIP grants.
2. A track record in working with governmental agencies on projects of this type. Previous FAA grant experience is a qualifications requirement. Please provide a list of relevant projects, including client names, titles and phone numbers.
3. The proposed staffing plan for the project, including resumes, qualifications and job classifications of key personnel proposed.
4. Relationship between entities if the proposal includes work performed by someone outside the principal firm. A firm may submit qualifications for one, or any combination of services.
5. Demonstrated ability to produce well-coordinated and detailed designs that minimize change orders.

Demonstrated ability to analyze and refute unwarranted claims and change orders by the contractor.

## **AGREEMENT FORMAT AND INSURANCE REQUIREMENTS**

The selected firm or group must be prepared to comply with Kayenta Township standard contract terms and insurance requirements. Insurance requirements may vary according to the project and scope of services.

## **PROPOSAL SUBMISSION**

Five (5) copies must be received no later than **04:00 pm** (Kayenta Time) on **November 8, 2012** and should be submitted to:

**Mr. Gabriel Yazzie**  
**Department Manager III**  
**Kayenta Township**  
**Kayenta, AZ. 86033**

- 1) Proposals received after that time will be returned unopened. Proposals must be received by, not postmarked by, the final date and time. Telephone, email or facsimile submittals will not be accepted.

- 2) Proposal submittals shall be brief and concise, containing no more than thirty-five (35) pages of material (excluding front and back covers). Submittals in excess of 35 pages of material shall be considered to be non-responsive.
- 3) Proposals shall include the following:
  - a. Cover Letter. One page cover letter which includes the mailing and e-mail addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or group.
  - b. Table of Contents. An index of material included in the proposal.
  - c. Statement of Interest. A statement of interest describing interest in item(s) selected from tasks outlined in the "Scope of Services" subsection above.
  - d. Statement of Qualifications. A statement of the firm's or group's qualifications covering the items listed in the "Qualifications" subsection above.
  - e. Management and Staff. Describe the organizational structure that is proposed to implement the project, including support staff, and sub-consultants. Include resumes of key project personnel.
  - f. Workload Management. Outlined workload management techniques that will allow ongoing assessments of current workloads.
- 4) All questions regarding the solicitation and the projects enumerated herein should be directed in writing to:

**Mr. Gabriel Yazzie**  
**P.O. Box 1490**  
**Kayenta, AZ. 86033**  
**928-697-8451**  
[gyazzie@kayentatownship.net](mailto:gyazzie@kayentatownship.net)

- 5) Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFQ shall be borne solely by the respondents.
- 6) Proposals will be subject to disclosure under PRA (Public Records Act). Projects are subject to the provisions of Executive Order 11246. Affirmative Action to Ensure Equal Employment Opportunity and the Department of Transportation Regulations 49 CFR Part 26, Disadvantaged Business Enterprise participation. DBE firms are encouraged to submit and RFQ.

## **SELECTION PROCESS**

Proposals received prior to the deadline will be screened and evaluated through the following process:

- 1) A Selection Committee composed of key Sponsor officials will screen the proposals to determine whether or not they are responsive to the RFQ.
- 2) Selection Criteria contained in FAA Advisory Circular 150/5100-14D, as amended, will be considered in the following order of importance:
  - a. Understanding of the projects

- b. Recent experience with similar projects
  - c. Experience with the FAA.
  - d. Interest in the solicitation
  - e. References
  - f. Ability to meet schedules and keep work within the allocated budget
  - g. Qualifications of the project manager and consultants assigned to the project.
  - h. Familiarity with the projects and locations on the airport.
  - i. Consultant team
  - j. Current workload
- 3) The selection committee will evaluate all pertinent information and will establish a short list from those firms submitting statements. If warranted, detailed interviews may be conducted.
- 4) The **Kayenta Township** reserves the right to reject any and or all proposals, and to waive or decline irregularities in any submittal.